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CENTRAL INTELLIGENCE AGENCY

Attachment A

DWK Secretariat

Berlin, 10 June 1948

Official Communication No. 13/48~~CONFIDENTIAL~~

Public administrations, organizations, or their representatives, firms and individuals from the western occupation zones of Germany often wish to form connections with the DWK or its employees or have tried to re-implement old connections.

The business traffic resulting from this must be limited to essential cases.

In any case I am to be informed, or if I am prevented, my representative, on the intended assumption of connections, in order to avoid undesired or detrimental consequences. Where previous notification is not possible, communication is to be made to me immediately after receipt of the connection. The forwarding of written or oral information concerning economic and administrative activity is permissible only if definite permission from me or my representative is obtained. This applies regardless of what type of information it is and whether it appears important or unimportant.

The same applies for the issue of documents or copies of documents from official sources. For obtaining permission, the type, form, and content of the intended information dissemination is to be reported to me, or the documents proposed for forwarding are to be submitted. Afterwards a report is to be made to me on what was done.

If in one service of the DWK cases of this sort with typical contents are to be expected so frequently that obtaining my approval each time would interfere with the progress of business, then a petition for general permission is to be made to me for an extent to be exactly delimited.

signed RAU

DWK Secretariat

Berlin, 17 June 1948

To the Chiefs of the Main Administrations of the DWKCONFIDENTIAL

In increasing measure representatives of authorities and organizations as well as firms and individuals of the western occupation zones of Germany are turning to the DWK and its subordinate Main Administration with requests for information or are trying to form connections with these.

With the approval of SKA I declare myself in agreement with assumption of connections in essential cases, but it is taken for granted that I, or in case of prevention my deputy, will be informed in each case.

The chiefs of the Main Administrations and all employees of the Secretariat of DWK and the Main Administrations are therefore most strictly forbidden to give out, without the knowledge of me or my deputy, or express permission, official documents, accounting reports, and business communications, of whatever type, to the above-mentioned representatives of the western zones of Germany.

For obtaining permission, communication is to be made to me of the type, form, and content of the intended information dissemination, or the documents intended for transmission are to be presented. Finally a report is to be made to me in writing.

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Care is to be taken by the Main Administrations and the Secretariat of DWK for careful recording of the documents to be transmitted with my permission.

If in one office of the DWK cases of this type with typical contents are to be expected so often that obtaining of my permission each time would interfere with the course of business, then a petition is to be presented to me for a general permission, which is to be exactly defined in extent.

The instruction of employees of your administration on the questions discussed in this letter is to be given through the accompanying Official Communication No. 13/48 in 5 copies. You will instruct your employees to examine the Official Communication thoroughly (not circulated) against confirmation through the following signature:

"Re Official Communication No.13/48, examination made"

This confirmation goes to the personnel file.

For future employees, the personnel division has to present Official Communication No. 13/48, immediately upon their entering employment, for acceptance and signature.

Further amplification of these Official Communications is to be made as occasion requires.

Signed RAU  
Certified (mft)

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